

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>1409</b>
		<b>Original Date</b>	<b>05/16/1983</b>
	<b>Department: Medical Records</b>	<b>Revised Date</b>	<b>10/08/2015</b>
	<b>Daily Census Report</b>		

**POLICY:**

It will be the policy of this facility to keep and maintain "Daily Census Reports." They will be initiated on a daily basis, with each report originating at 12:01 A.M., and concluding at census taking time 24 hours later at 12:00 P.M.

**PROCEDURE:**

1. All entries made into the daily census report (Attachment #1) will be by the Medical Records Department.
2. All admissions, deaths, discharges, temporary transfers, home visits, elopements, and room changes, must be entered onto the daily census report for that corresponding day.
3. Medical Records will check the Nursing Report form and use the information to complete the census report.
4. E-Mail daily census report to facility business office, social workers, ward clerk, laundry, pharmacy, recreation supervisor, MDS staff, DON, superintendent, nurse supervisor, office assistant and resident accounts clerk, Reimbursement in Helena, and business manager. E-Mail business office manager when there is a death, discharge or admission.
5. The daily census will be posted at the East Side Nurses Station.